

STATUS OF OBJECTIVES

The Office of Security has six FY 1976 objectives, two at the DCI level and four at the DDA level.

Of the two DCI level objectives, one has encountered an additional slippage of two months (April to June) to complete the final milestone. The second is current.

Of the four DDA level objectives, one is current. One has experienced a delay in two milestones but this will not impact upon the program completion date. Two have had their action plans revised. In one case, a deletion of funds resulted in a revision of the entire action plan. In the second case, a clear definition has now been established for the objective and a revised action plan with a 30 November completion date has been devised.

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|---|--|---|--|---|--|--------------|--|
| OBJECTIVE STATEMENT: Implement completely by 30 June 1976 an Agency automated inventory system for the control of collateral Top Secret material. | | ESTIMATE OF RESOURCES \$ 55,000 (1) 2 MY | | STATUS JUL-AUG SEP-OCT NOV-DEC JAN-FEB MAR-APR MAY-JUN | | + 11 1 | |
| STAT | | ACTION OFFICER: DD/P&M | | | | | |

| MILESTONES | COMPLETION DATES | | | | | | | | | | | |
|--|------------------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|------|
| | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE |
| 1. Integrate proposed revision of [] with redraft of Headquarters Regulation chapter. | STAT | | | | | | | | | | | |
| 2. Develop schedule by component for completing input to data base of Top Secret document control information. (2) | STAT | | | | | | | (3) | | | | |
| 2a. DDO completed and operational. | | | | | | | | | | | | |
| 2b. Complete input of DDI data. | | | | | | | | | | | | |
| 2c. Complete input of DDS&T data. | | | | | | | | | | | | |
| 2d. Complete input of DDA data. | | | | | | | | | | | | |
| 2e. Complete input of DCI data. | | | | | | | | | | | | |
| 3. Issue revised Area Top Secret Control Handbook. | | | | | | | | | | | | |
| 4. Complete input to data base and implement system. | | | | | | | | | | | | |

- (1) 3 September 1975: Funds represent OS personnel costs only and do not include personnel costs of other components and computer support costs.
- (2) 3 September 1975: More detailed input completion reference points will be defined as milestones upon completion of this schedule.
- (3) 23 January 1976: Due to the variety of existing control systems maintained by the 61 Top Secret Control Officers, it has not been practical to develop a fixed schedule. This will not impact Milestone 4.
- (4) 23 January 1976: The Handbook is being developed; however, final preparation has been delayed in order to benefit from more experience with the operation of the new system. This will not impact Milestone 4.
- (5) 24 May 1976: Input of data continues. Our original estimate of 90,000 units has had to be revised. To date 116,175 data pieces have been inserted into data base with another 6,692 identified for input. 2b and 2c will be completed by June and will not delay the implementation schedule of milestone #4.
- (6) 24 May 1976: A "draft" handbook has been completed and is now being forwarded for coordination by the (60) Agency TSCCs. A 15 June date has been established for publication and promulgation of finished product. Slippage resulted because of two factors: a) the basic policy for the procedures in the handbook, has required a great deal of time in making Agency-wide coordination. It is now undergoing final review. b) the original handbook was oriented to a manual system and therefore, this rewrite required more time than was originally estimated for the technical and detailed descriptions. The rewrite will be published in time so as not to delay the system implementation date.

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|--|--|------------------------------|---|---------|---|---|---|
| OFFICE OF SECURITY ACTION PLAN | | OBJECTIVE NUMBER: OS-D 02-76 | LEVEL: DCI | STATUS | + | = | / |
| OBJECTIVE STATEMENT: Install and have operational in the Headquarters Building by 30 September 1976 the Security Access Control System. | | | ESTIMATE OF RESOURCES | JUL-AUG | | ■ | |
| | | | \$ 350,000 (FY 74) | SEP-OCT | | ■ | |
| | | | \$ 700,000 (FY 75) | NOV-DEC | | | ■ |
| | | | 176,000 (FY 76) | JAN-FEB | | | ■ |
| | | | FY 76 2/3 MY | MAR-APR | | ■ | |
| | | | TQ 2/3 MY | MAY-JUN | | | |
| ACTION OFFICER: DD/PTOS | | | STAT | | | | |

| MILESTONES | COMPLETION DATES | | | | | | | | | | | |
|--|------------------|-----|----------|--------------|--------------|-----|-----|-----------|-----------|-----------|-----|-----------|
| | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE |
| 1. SACS system software changes completed, installed and accepted. | | | ■ | | | | | | | | | |
| 2. Badge production system operational. | | | | ■ | | | | | | | | |
| 3. Rebadging program completed. | | | 76 →□ | (2) | | □ | | (1) →□ | | | | |
| 4. Entrance power and signal wiring installations completed. | | | | | | | □ | | (3) →□ | (5) →■ | | |
| 5. Procedures published and Headquarters Security Branch training completed. | | | | | | | | □ | (4) →□ | | | (6) →□ |
| 6. First entrance operational. | | | | 76 (2) →□ | | | | | | | | □→ |
| 7. All Headquarters entrances operational. | | | 76 □ | | 76 (2) →□ | | | | | | | |
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OBJECTIVE NUMBER: OS-D 02-76

- (1) 18 November 1975: Milestone 3 relates only to the staff rebadging program. While the rephotographing of Agency employees will be completed in December on schedule, the milestone has been slipped to February 1976 from an administrative standpoint, since actual issuance of the new staff badges will not take place until February.
- (2) 3 February 1976: New badges must be encoded before they can be issued. Encoding must wait for completion of OJCS software, now scheduled for August 1976. This will result in slippage of Milestone 6 to October 1976, and milestone 7 to November 1976.
- (3) 3 February 1976: Milestone 4 will be slipped to March 1976 to permit Headquarters Engineering Branch, OL, to work on higher priorities. This will not impact Milestones 6 and 7.
- (4) 3 February 1976: Milestone 5 will be slipped to March because the person assigned the task has been sent on overseas TDY on the counterterrorism program. This will not impact Milestones 6 and 7.
- (5) 24 March 1976: Final tie-down of signal wiring in the Badge Office has been delayed until April so that Value Engineering will do the installation in lieu of GSA. When this tie-down is effected, the Milestone will be considered to be completed although cosmetic carpentry may continue at some entrances and the penetration of the Main Entrance marble flooring will be deferred till actual installation time.
- (6) 24 March 1976: Milestone 5 has been slipped to June to permit employee notification and Headquarters Security Branch training to coincide more closely with system startup.

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|--|--|--|--|------------------------------|-----|------|-----|------------------------|-----|---------|-----|---------|-----|-----|------|---|--|
| OFFICE OF SECURITY ACTION PLAN | | | | OBJECTIVE NUMBER: OS-D 01-76 | | | | LEVEL: DCI | | | | STATUS | | + | = | / | |
| OBJECTIVE STATEMENT: By 31 December 1975, complete a study and propose a plan to reduce by at least 10% the total volume of Office hard-copy records as measured in the FY 1975 records management inventory. Such reduction would be carried out by identifying types of material that must be permanently collected and by identifying for destruction duplicate and other unnecessary file material so that its legal destruction could be accomplished as soon as authorization was granted following the conclusion of current investigations of Agency activities. | | | | | | | | ESTIMATE OF RESOURCES | | | | JUL-AUG | | | | | |
| | | | | | | | | \$ 27,000 | | | | SEP-OCT | | | | | |
| | | | | | | | | 1 MY | | | | NOV-DEC | | | | | |
| | | | | | | | | ACTION OFFICER: DD/P&M | | | | JAN-FEB | | | | | |
| | | | | | | | | STAT | | MAR-APR | | | | | | | |
| | | | | | | | | | | MAY-JUN | | | | | | | |
| MILESTONES | | | | COMPLETION DATES | | | | | | | | | | | | | |
| | | | | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | | |
| 1. Identify types and volume of records held by Office of Security components. | | | | | | | | | | | | | | | | | |
| 2. Categorize each record type as (a) must be kept by law, directive or regulation; (b) must be destroyed; (c) should be kept; and, (d) should be destroyed. | | | | | | | | (1) | | | (2) | | | | | | |
| 3. Identify problems, priorities and options for carrying out destruction and estimate resources required. | | | | | | | | | | | (2) | | | | | | |
| 4. Outline schedule and submit proposed plan. | | | | | | | | | | | (2) | (3) | | | | | |
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OBJECTIVE NUMBER: OS-D 01-76

- (1) 18 November 1975: The various types of records held by Office of Security components were identified on schedule in September according to milestone 1 along with the volume measurement of each type. Categorization according to milestone 2 has been completed for the records held by all components except the Security Records Division. This division, which maintains the vast majority of OS files, has a significant problem in trying to categorize, in accordance with milestone 2, the security dossier holdings. We have slipped the completion date of this milestone until November to permit further review of this problem, recognizing that the categorization process in regard to security dossiers may require a totally different approach.
- (2) 23 January 1976: We have slipped completion of Milestone 2 to February to permit the continued identification of selected categories of SRD security dossiers to be purged and to study a proposal for restructuring and reducing the Interrogation Branch file system. Slippage of this milestone will entail slippage of Milestones 3 and 4 to March 1976.
- (3) 24 March 1976: Further time is needed to study the proposal for restructuring and reducing the scope of the Polygraph Branch file system. This will require slippage of Milestone 4 to April 1976. In addition, since a portion of our plan relates to the destruction of files on dissidents in accordance with Rockefeller's Commission Recommendation 17, OGC assistance has been requested in interpreting the meaning of the term "dissidents."
- (4) 24 May 1976: Additional time is needed to complete final draft and coordinate our proposed plan. This will require slippage of milestone 4 to June 1976.

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OFFICE OF SECURITY ACTION PLAN Approved For Release 2002/08/15 : CIA-RDP83B00823R000400040034-3

OBJECTIVE STATEMENT:

(1)
Devise by 30 November 1976 systems and procedures to develop and establish a series of positive indicators against which the significant program missions (functions) can be judged.

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ESTIMATE OF RESOURCES

\$ 28,000
1 MY

ACTION OFFICER: DD/P&M

STATUS

JUL-AUG

SEP-OCT

NOV-DEC

JAN-FEB

MAR-APR

MAY-JUN

+ = /

MILESTONES

COMPLETION DATES

1. Restructure Program Submissions Packages to make them Product Oriented.

2. Identify possible mission performance indicators for each package.

3. Define what data collection requirements will have to be met to effectively use the performance indicators.

4. Identify the meaningful indicators that will be used by evaluating milestone #2 in reference to #3.

5. Submit report to DDA

- (1) 24 May 1976: As a result of discussions at the 2-4 April Office Head Conference and the 4 May DDA Planning Team Symposium (at which the ADD/A permitted the DDA components to extend the time limit for this objective) the Office of Security has developed a new planning sequence with a 30 November completion date.

OFFICE OF SECURITY ACTION PLAN Approved For Release 2002/08/15 : CIA-RDP83B00823R000400040034-3
 PLAN OBJECTIVE NUMBER: OS-A 07-76

LEVEL: DDA

SUBJECTIVE STATEMENT:

Revise by 30 June 1976 systems and procedures to develop and establish a series of positive indicators against which the significant program missions (functions) can be judged.

ESTIMATE OF RESOURCES

\$ 28,000

1 MY

ACTION OFFICER: DD/P&M

STAT

STATUS

+ = /

JUL-AUG

SEP-OCT

NOV-DEC

JAN-FEB

MAR-APR

MAY-JUN

MILESTONES

COMPLETION DATES

Identify possible indicators of mission performance.

| JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE |
|------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|------|
|------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|------|

□ → (1)

Evaluate indicators and select most meaningful and practical.

□ → (1) (2) (3)

Develop system and procedures to collect data associated with each selected indicator.

□ → (1) (2)

Complete data collection and evaluation trial.

□

Modify system and procedures based on trial results.

□

Submit system and procedural description report to DD/A.

□

OBJECTIVE NUMBER: OS-A 07-76

- (1) 18 November 1975: While possible indicators of mission performance have been identified, one segment of the Office required additional time to complete this milestone, thus slipping it until November 1975. With this slippage in milestone 1, we now expect similar one-month slippages in milestones 2 and 3.
- (2) 23 January 1976: List of possible indicators was completed in December 1975. Selection of most meaningful indicators has been delayed until February 1976. This will require additional slippage of Milestone 3.
- (3) 24 March 1976: Progress on this objective continues to encounter serious difficulty due to lack of a clear understanding of its purpose. At the 10 February 1976 Management Conference the DDA suggested that (a) the Office examine the Resource Package structure as a basis for developing performance indicators; and (b) the Director of Security ask three knowledgeable members of his staff to dedicate some collective time to the identification of possible mission performance indicators. During February and March these two suggestions have been pursued with some albeit limited success. With reference to the first suggestion the Office of Security's Resource Package structure is being changed in the current program submission to make it product oriented, thus providing a basis for evaluation along mission lines. With reference to the second suggestion three senior staff officers held a conference [] on 11-12 March with the attendance of the Assistant of Resources DDA, to rethink the problem of mission performance indicator identification. This conference did indeed develop new ideas with reference to possible performance indicators, but also tended to confirm that understanding of the objective itself is still a serious impediment to its accomplishment. While restructuring the Resource Packages in the current program submission is continuing, further efforts to identify performance indicators are being held in abeyance until the objective is discussed at the Office Head's Conference scheduled for 2-4 April. STAT

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OFFICE OF SECURITY
AAP - CY 76 STATUS REPORT
AS OF 30 APRIL 1976

CY 76 GOALS

STATUS - COB 30 APRIL 1976

Recruit

5 black professionals
1 Hispanic professional
3 women professionals

1 on-board; 3 in-process
2 in-process
4 in-process

Training

| | |
|---------------------------------|----|
| 2 blacks in EEO core courses | 1 |
| 4 blacks to external training | 1 |
| 20 women to external training | 20 |
| 1 Hispanic to external training | - |
| 20 blacks OTR training | 4 |
| 42 women OTR training | 37 |
| 4 Hispanics OTR training | 0 |
| 1 Asian-American OTR training | 0 |
| 30 blacks OS courses | 1 |
| 36 women OS courses | 0 |
| 6 Hispanics OS courses | 1 |
| 2 Asian-Americans OS courses | 1 |

Promotions: GS-08 and above*

| | |
|---------------------|---|
| 10 blacks | 1 |
| 9 women | 1 |
| 1 Hispanic | - |
| 3 Asian-Americans** | 1 |

*Although not effective by COB 30 April, promotions effective on 9 May 1976 raise these totals to 6 women, 2 Hispanics, 2 Asian-Americans, and 6 blacks promoted to GS-08 and above.

**One female Asian-American professional resigned effective 2 January 1976

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STATUS REPORT AS OF COB 30 APRIL 1976

TRAINING - PDP CANDIDATES

| | Rotational Assignment | | | | TOTALS |
|---|-----------------------|----------|---------------|---------------|--------|
| | External | Internal | Intra-Service | Inter-Service | |
| FY 76 Goals | 9 | 39 | 3 | 2 | 53 |
| FY 76 Actual Number Assigned or Trained | 4 | 29 | 1 | 3 | 37 |

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TRAINING

| | APP GOAL (attendees) | TO DATE (attendees) (as of 4/30/76) |
|--|-------------------------|---|
| <u>Management & Executive Development Courses:</u> | | |

Supervision and Management
Managerial Grid
Management Seminar
Mid-Career Course
Advanced Intelligence Seminar
Senior Seminar

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Other Internal Courses (list attached):

Up to 3 weeks full-time
3-6 weeks full-time
over 6 weeks full-time

Office of Security Courses:

Up to 3 weeks full-time
3-6 weeks full-time
over 6 weeks full-time

External Training:

1-3 weeks full-time
3-6 weeks full-time
over 6 weeks full-time

UNCLASSIFIED

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Security Management Conference - 7 June 1976

FROM: STAT

Acting Director of Security
4E-60, Headquarters FX-1

EXTENSION

NO.

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Assistant for Resources/DDA
Attn: C/DDA Plans Staff
7D-02, Hqs. BX-4Attached are our status reports
on our DCI and DDA level objec-
tives in preparation for the 7 June
Management Conference.Also attached are the Office of
Security's APP and AAP Status
Reports, 30 April 76

DISTRIBUTION:

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